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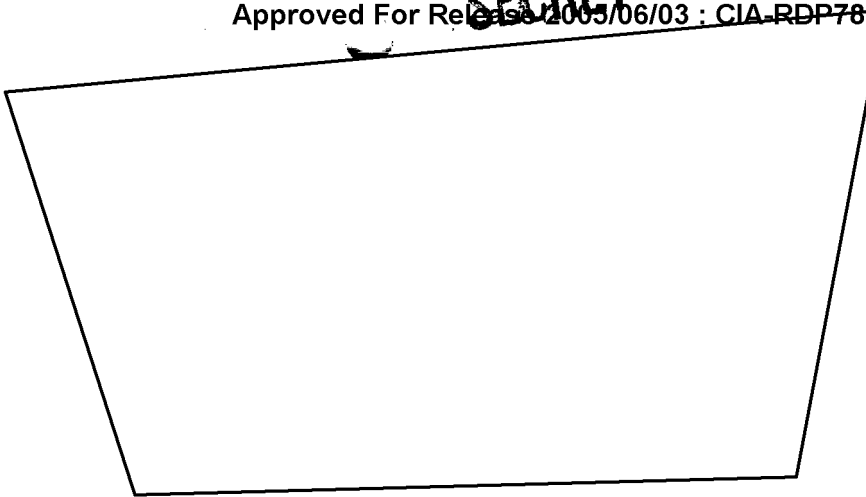
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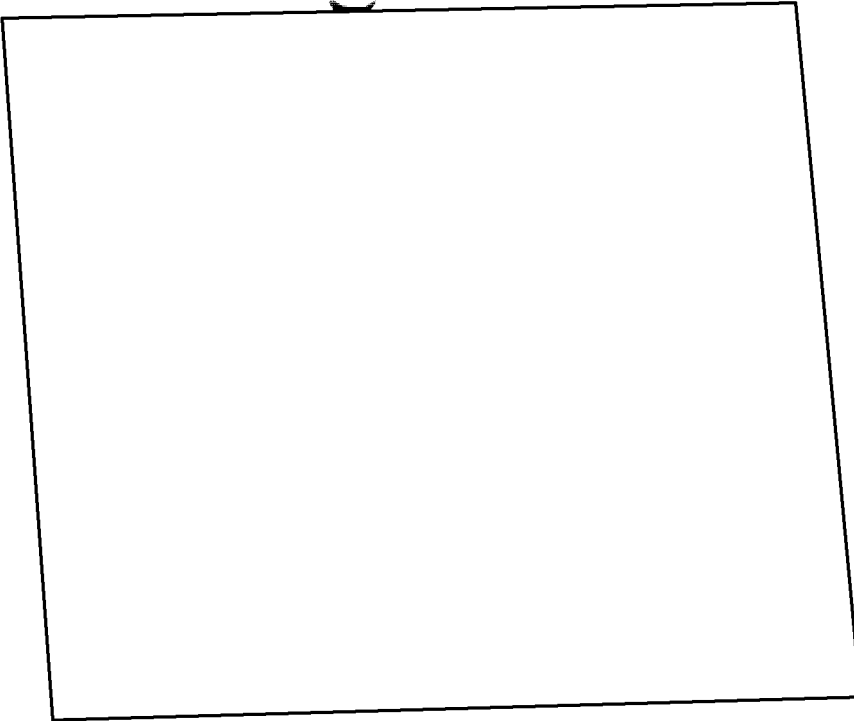
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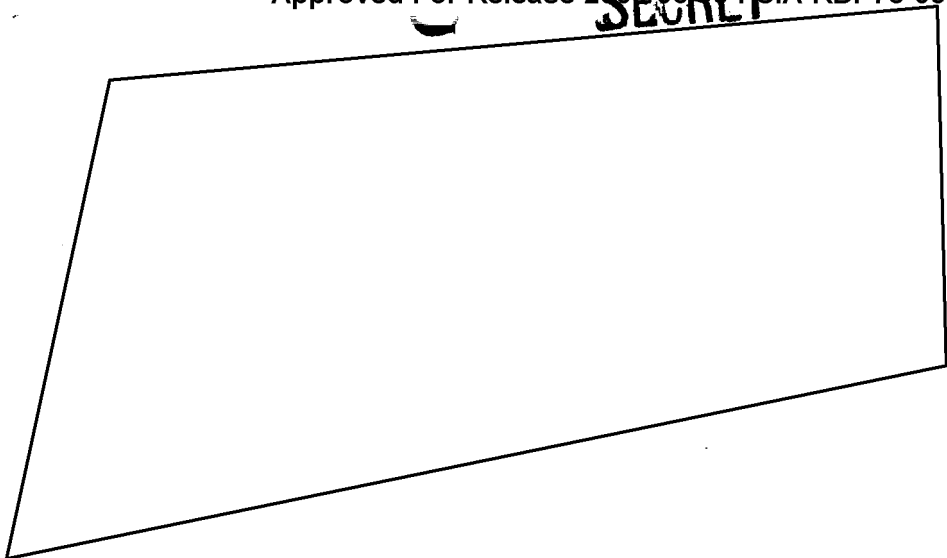
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BIOGRAPHIC REGISTER

SUMMARY OF T/O CHANGES

1. Ceiling T/O

A. The ceiling is reduced from [] This limitation on manpower has resulted in suspension of the Register's planned program to process information on scientific institutions. This program involved the establishment of files covering the background, personnel, and research assignments being handled by scientific and technological groups and associations of the USSR and Western Europe.

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B. Also curtailed was the plan to extend dossier and Intellofax services to include persons of importance in the fields of finance, trade and labor. An effort will be made to concentrate on finance, and trade personalities since State Department can give some coverage of persons in the labor field.

C. All other work performed by the Register relates directly to OCD's responsibilities set forth in NSCID #8. These include responsibility to the IAC as a whole for biographic information on all foreign scientific and technological personalities.

2. Proposed T/O

Included in the proposed T/O of [] are the following [] positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the [] positions to be filled:

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1 GS-9	2 GS-5
3 GS-7	5 GS-4

3. Organization

[]

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- 2 -

C. The Classification Branch has been dissolved; the functions of its Editorial Section have been absorbed by the USSR Section, Soviet Branch; and its Analysis Section, along with the former Index Branch, has been placed in the new Support Branch. These changes were made since the efforts of the Editorial Section were directed almost exclusively to projects concerning the USSR, and the coding activities of the Analysis Section are so interwoven with machine control performed by the former Index Branch.

D. In brief, the new T/O is reallocated into three, rather than four, major branches, with the six area sections regrouped into five geographic sections. All supporting activities including machine operations will be under one branch. An organization chart with brief functional statements is attached.

4. Classification of Positions

Total reorganization of the Division makes it difficult to distinguish between old and new positions. Therefore, designations of positions as "new" or "upgraded" have been omitted from the BR T/O presentation.

A. New Positions

25X1 The position of Chief, Support Branch is new and is proposed as a GS-13. Since this Branch combines all of the functions and responsibilities of the old Index Branch plus the Analysis Section of the former Classification Branch, the GS-13 appears to be justified. The positions of Chief, USSR Section, Soviet Branch, and Chief, [redacted] should be established at the GS-13 level. These are two large sections with responsibility for covering the two top priority areas. The position of chief in two corresponding sections in the Industrial Register was long ago recognized as GS-13 level.

B. Positions to be Upgraded

Personnel formerly assigned to the six area sections of the Regional and Scientific Branches have been regrouped into five geographic sections. Many of these positions are identifiable with the old T/O. In general, the approach has been one of placing the analytical positions at the GS-9 journeyman level with fewer GS-7's and no GS-5's.

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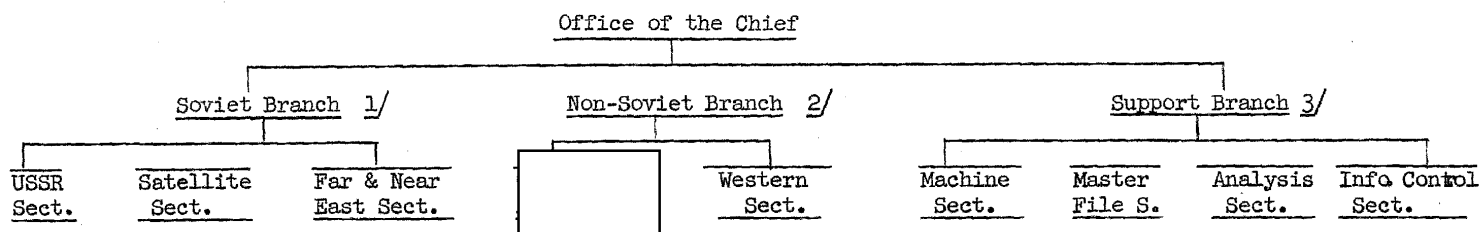
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1/ Soviet Branch - Responsible for biographic intelligence collection, compilation, and production on the USSR, and those areas which are either under Soviet control or geographically or linguistically aligned with the Soviet orbit.

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To carry out their missions, these two Branches will be responsible for:

1. Promulgating appropriate collection directives.
2. Developing effective procedures for intelligence exploitation of incoming data.
3. Performing direct liaison with corresponding biographic intelligence researchers elsewhere, in a continuing effort to improve BR service.
4. Providing in an appropriate manner within the fields of science, technology, industry, and economics, the biographic services needed by authorized requesters for the production of intelligence and for directing the specialized intelligence operations assigned in the Agency.

25X1

3/

2. Maintenance (a) of IBM machine records for category or multiple category selection and tabulating, and (b) of dossier files for the area desks.
3. Control and dissemination of intelligence documents routed to the Register.
4. Administration of publications produced by the Register as well as the open literature reference files of the Register.
5. Serve as an initial point of reference for all requesters.
6. Supply, reproduction, etc.

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

Next 4 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

GRAPHICS REGISTER

SUMMARY OF T/O CHANGES

1. Ceiling T/O

The ceiling is reduced from [] Prior to this reduction a program was planned to index the OSS Film and OSS still photo collection scattered about in several depositories. The plan called for completion of the indexing within 12 to 18 months. Also envisioned was completion of the visual subject index for the still photo file of the Register in a 12 to 18 month period. The manpower limitation, while not forcing the complete abandonment of these plans, has forced a drastic revision of the time table. It is now estimated that between 4 and 5 years will be required to complete these projects.

2. Proposed T/O

Included in the proposed T/O of [] are the following 7 positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the [] positions to be filled:

[]

3. Organization

No Change.

4. Classification of Positions

A. New Positions

[] new intelligence officer positions, grades GS-7 and 9, have been added to the Services Section, Photograph Branch. People in these positions are engaged in the coding, tabbing and visual indexing of photographs, servicing of requesters and the procurement of photographs from other government agencies. In the past, much of this service was provided by intelligence officers of the Analysis Section. Since these functions are, however, of a support or service nature, the positions and responsibilities are now assigned to the Services Section.

One new GS-9 position is requested for the Analysis Section, Photograph Branch; one GS-9 for the Services Section, Film Branch, and one additional GS-5 clerk position for the Services Section,

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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Film Branch. These positions are necessary to enable the Sections to keep abreast of the current workload.

B. Positions to be Upgraded

Positions in the Analysis Section of the Photograph Branch are grouped into area units with a unit head at the GS-9 level. An additional unit to be established is the Personality Desk. This unit will deal solely with personality photos and will cross all area lines. This will be a complete operation within itself performing services normally accorded the other units by personnel of the Services Section. It is felt that the weight of responsibility placed on the head of this unit will be greater than that of the area unit chiefs, and for this reason the position of unit head is considered to be deserving of a GS-11.

The GS-9 position in Analysis Section, Film Branch, requires a background of fluent Russian, both the spoken and written word, and is proposed for upgrading to GS-11. The incumbent should have a background in photo analysis and must be able to view Russian films and translate the sound track. During the past two years, it has been impossible to attract the type of person able to perform this necessary task with a GS-9. Also proposed is the upgrading of the Library Assistant GS-6 position which serves as Head of the Film Library to GS-7 and the Library Assistant GS-5 to GS-6. Since its establishment, the Library has grown steadily and the maintenance of the collection coupled with servicing of requests has become a more complicated task than originally envisioned. Therefore, it is felt that the request is justified.

The positions of Film Inspector, GS-4 and GS-5, should be upgraded to GS-5 and 6 respectively. This is an almost independent operation and is given very little supervision. The Register must rely completely upon these people to see that film is inspected and kept in good shape.

It is also requested that the GS-4 clerk position in the Services Section, Film Branch be upgraded to GS-5. The incumbent serves as presentations clerk responsible for handling all of the details connected with the presentation of films of intelligence interest to selected Agency and government personnel including preparation and distribution of presentation notices, checking security clearances of outsiders, re-scheduling programs, etc.

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

Next 4 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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INDUSTRIAL REGISTER
SUMMARY OF T/O CHANGES

1. Ceiling T/O

The ceiling is reduced from To operate under the authorized strength the Register has curtailed its program for screening, reproducing, analyzing, and integrating into the files data collected from collections and from U.S. depositories.

25X1

2. Proposed T/O

Included in the proposed T/O of are the following positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the ceiling positions to be filled:

25X1

25X1

25X1

☐ GS-7

☐ GS-4

25X1

3. Organization

No Change.

4. Classification of Positions

A. New Positions

The reduction of the ceiling by positions made it possible to abolish a number of the higher level GS-12 and 11 administrative and supervisory positions. In addition, several GS-7 and GS-9 positions were reallocated to those Sections carrying the heaviest workload. These positions are indicated on the T/O as "new"; that is, they have been taken from one section and assigned to another.

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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LIAISON DIVISION

SUMMARY OF T/O CHANGES

1. Ceiling T/O

The ceiling is reduced from [] The task of arranging for the debriefing of US officials returning from overseas is the function affected by this cutback. The Division is doing the best it can to carry on this function within its present ceiling T/O.

25X1

2. Proposed T/O

Included in the proposed T/O of [] are the following 4 positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the [] positions to be filled:

25X1

25X1

2 GS-7

2 GS-5

3. Organization

No Change

4. Classification of Positions

A. New Positions

A GS-11 Intelligence Officer is recommended for the [] Since this Branch was first organized in March 1953, the workload has increased beyond the point anticipated. The present allotment of two intelligence officers for this activity is no longer adequate.

25X1

A new GS-9 Information Control Officer position in the CIA Branch is necessary to handle the increased workload involving the dissemination of documents. This position should be established IA'able with the other Information Control Officers.

B. Positions to be Upgraded

It is requested that all but [] positions in the Cable Branch be upgraded. The responsibilities carried by these people, although somewhat different than those of the other branches, are of equal magnitude, and this fact should be recognized by bringing the jobs in line with the others in the Division.

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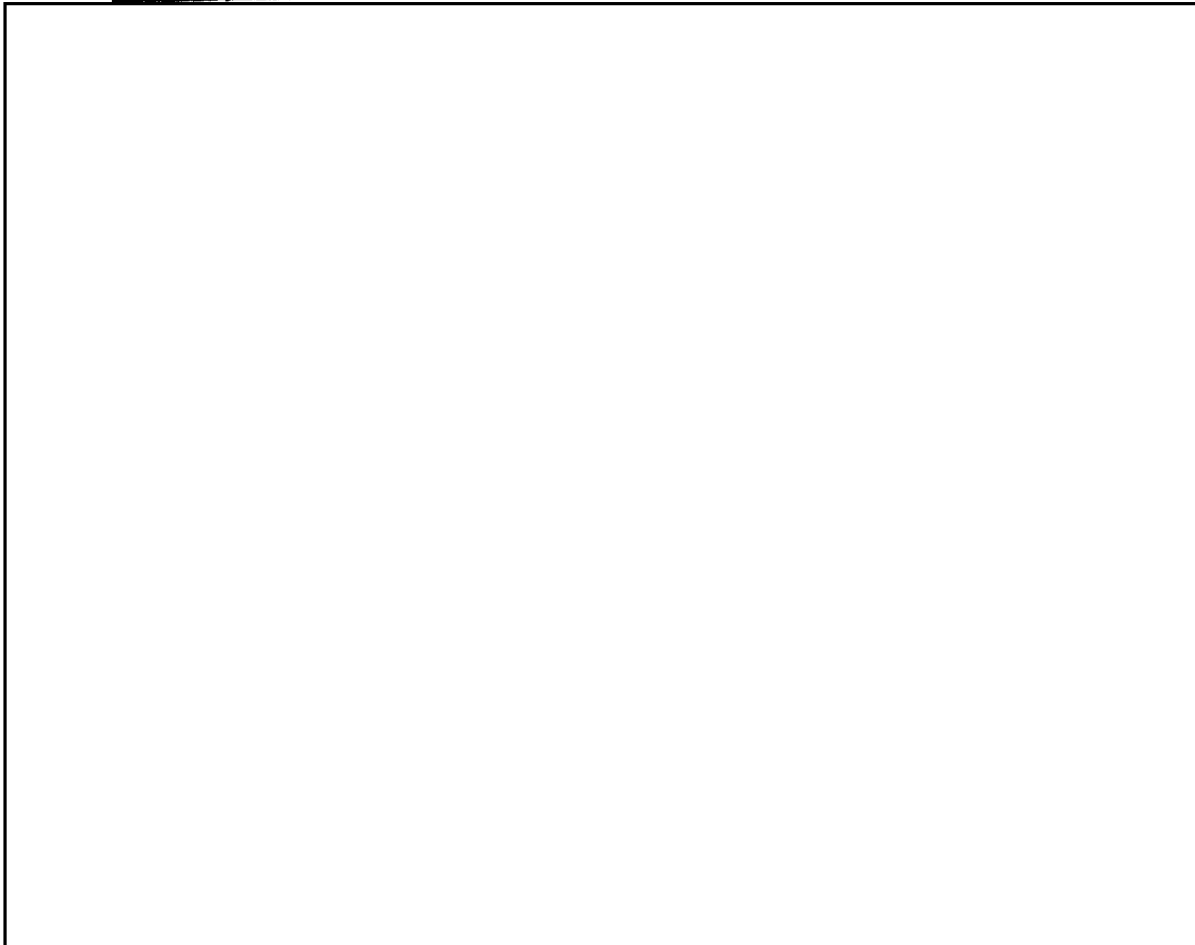
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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

- 2 -

The GS-7 Information Control Officer position in State Branch is equal to those of the GS-9 Information Control Officers in that branch and should be accorded an equivalent grade. The volume and type of documents handled, the requirements with which the incumbent must work, and the decisions which must be made are identical.

5. Grade Structure



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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

Next 1 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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CIA LIBRARY

SUMMARY OF T/O CHANGES

1. Ceiling T/O

A. The ceiling is increased from of these positions are allocated to the Foreign Branch which has been recently organized to assume certain responsibilities assigned to CIA by NSCID #16. In general, the directive calls for the establishment of a coordinated program for the procurement, indexing, and exploitation of foreign language documents with CIA in the role of coordinator. In particular, the responsibilities assigned to the branch include providing instructions and guidance to the Foreign Service in the collection of foreign publications and for the receipt, processing and dissemination of such publications within the government. It coordinates requirements of all government agencies which desire to use the service.

25X1

B. Increased workload in other branches of the Library requires the addition of positions as follows:

Analysis
Circulation

Document
Reference
Office of Librarian

25X1

2. Proposed T/O

Included in the proposed T/O of are the following positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the positions to be filled:

25X1

25X1

GS-13
GS-12
GS- 9

GS- 7
GS- 5
GS- 4

3. Organization

The only organizational change is the grouping of the personnel in the Foreign Branch into two sections:

A. The Acquisition Section will prepare collection instructions and briefings for Foreign Service personnel engaged in publications procurement; will coordinate requirements of all government agencies for foreign publications to be procured through Foreign Service channels; and will maintain all correspondence and fiscal records.

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B. The Dissemination Section will receive, log, and disseminate to all government agencies publications procured by the Foreign Service; will prepare and disseminate bibliographies and accession lists; and will provide reference and loan services.

4. Classification of Positions

A. New Positions

The entire T/O of the Foreign Branch is submitted for approval. Since it will be [] in size by the addition of [] slots, the entire structure should be re-evaluated.

A second Deputy CIA Librarian, GS-14 is being requested. The size of the Library, the great increase in staff over the past several years and the scope and volume of problems continually confronting its administration make it necessary for the proper administration of the Division to have two Deputy Librarians.

[] other new positions have been placed in the various branches as indicated in Paragraph 1.B to provide the needed manpower for increased workload.

B. Positions to be Upgraded

A one grade increase is being requested for each of the following administrative and/or supervisory positions:

- Chief, Analysis Branch to GS-14
- Chief, Book Branch to GS-14
- Chief, Circulation Branch to GS-13
- Chief, Extension Service/Circulation Branch to GS-12
- Head, Book & Periodical Unit, Circulation Branch to GS-7.

The level of responsibility along with the growth of the Library has increased to the point where it is felt that these jobs are the equivalent of positions already established at the higher grades. It is also requested that two GS-5 Librarian positions in the Catalog Section, Book Branch, and one GS-5 position in the Reference Branch be upgraded to the GS-7 journeyman level. These positions, although established as trainee jobs, should be brought in line with the other GS-7's to allow promotions following the training period. Also a GS-4 Library Assistant position in the Book and Periodical Unit, Circulation Branch should be upgraded to GS-5 to bring this job in line with others in the branch carrying the same responsibility.

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

Next 10 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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MACHINE DIVISION

SUMMARY OF T/O CHANGES

1. Ceiling T/O

The ceiling is reduced from [] The tentative microfilm program, a pilot operation designed to convert the Library's document files into microfilm files, is being put into effect. The initial phase, which involves the processing of single copy documents only, can be handled by personnel within the ceiling of [] Following the pilot operation, a task force of about [] persons will be needed to shift certain Library and Machine Division operations to a microfilm basis. During this period of transition, the old and new systems will have to be carried in parallel in order to avoid any breaks in service. Since these [] positions have been abolished, OCD will have to look to another means of solving the problem in 8 to 10 months.

25X1

2. Proposed T/O

Included in the proposed T/O of [] are the following [] positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the [] positions to be filled:

25X1

25X1

[] GS-4

3. Organization

The proposed T/O abolishes the Special Projects Section consisting of one GS-7 Tabulating Project Planner and the Development Section with one GS-7, Tabulating Project Planner, and 2 GS-4 card punch operators. The two planner positions are transferred to the Office of the Chief, Planning Branch, and the two card punch positions are transferred to the Card Punch Section. These changes simplify the organizational structure but do not affect the responsibilities of any individuals.

4. Classification of Positions

A. New Positions

None

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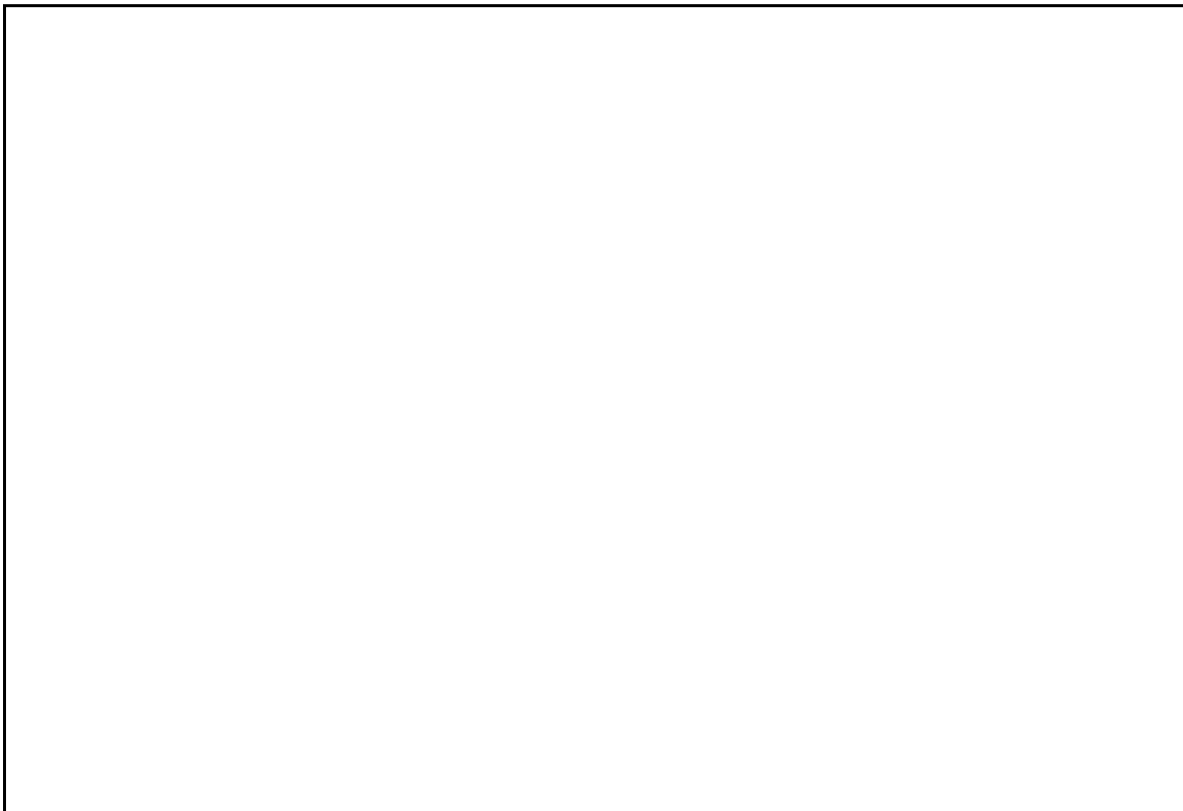
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- 2 -

B. Positions to be upgraded

Recommended for upgrading to GS-12 are the positions of Chief, Planning Branch and Chief, Operations Branch. Since their establishment in 1951 the size of the Division, the scope, volume, and complexity of machine operations, and the corresponding responsibility placed upon these two positions have grown steadily.

5. Grade Structure



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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

Next 2 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

SPECIAL REGISTER

SUMMARY OF T/O CHANGES

1. Ceiling

The ceiling is reduced from [] This reduction will limit the Register's indexing activity to 60% of the total intake of special intelligence material.

25X1

2. Proposed T/O

Included in the proposed T/O of [] are the following 10 positions which will provide (1) a means for over-recruiting and (2) flexibility in designating the [] ceiling positions to be filled:

25X1

25X1

4 GS-7

6 GS-4

3. Organization

No Change

4. Classification of Positions

A. New Positions

None

B. Positions to be Upgraded

The present grade structure of the Analysis Branch with [] of its [] positions at the GS-7 level is unsatisfactory in terms of long range planning and the development and retention of high caliber analysts who are needed if the operation is to provide the support it was set up to furnish. The Special Register is a relatively young organization and the full potential and range of the jobs are finally being developed. The levels of responsibility found in these jobs have become the equivalent of higher graded positions in the other analytical components of OCD. Therefore, it seems logical that the grade pattern should now be brought in line with those of the other Divisions

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Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

Next 4 Page(s) In Document Exempt

Approved For Release 2005/06/03 : CIA-RDP78-03568A000500220004-8

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MEMORANDUM FOR: Acting Deputy Director (Administration)
THROUGH : The Comptroller
SUBJECT : OCD T/O Changes
REFERENCE : Memorandum dated 28 January 1954, to the DD/A
from the AD/CD, subject: as above (enclosed).

1. The enclosed Table of Organization proposal providing for changes in OCD organizational structure and an adjustment of T/O strength from [] positions has been reviewed. Classification recommendations of this Office are submitted as annotations on the enclosed T/O proposal and include:

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- a. Retention at the currently approved grade levels of four positions in Graphics Register Division proposed for upgrading by OCD. Agreement in this regard has been obtained from OCD.
- b. Listing [] positions in various organizational segments of OCD at dual grades, pending final classification determination.

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2. In the review of the proposal, the justifications presented by the AD/CD have been carefully considered. However, it is deemed advisable to perform detailed classification review of the [] positions (paragraph 1 b.) for the following reasons:

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- a. In the case of supervisory positions proposed for upgrading, corresponding increases in program responsibility are not apparent.
- b. A number of new positions are a result of changes in organizational structure and functional responsibilities. These positions will require thorough evaluation to determine the appropriate grade levels.


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In each case, the lower of the dual grades shown represents the tentative recommendation of this Office, the higher grade the classification proposed by OCD. Accordingly, these positions may be encumbered only at the lower grade indicated until a higher grade has been validated. This procedure for expeditiously processing and implementing major Table of Organization proposals has been concurred in by the Office of the Deputy Director (Intelligence).

3. The T/O proposal reflects an average GS grade of 7.14, compared with a current average of 7.03. The increase proposed is most directly a result of requests for upgradings heretofore cited but approved only on a dual grade basis. Upon resolution of the latter positions, an accurate average grade figure will be provided to the DD/I and OCD for use in developing and considering any subsequent proposals.

4. It is recommended that the proposed Table of Organization be approved subject to the qualifications set forth in paragraph 2. Immediate action will then be initiated to resolve the grades for the ☐ positions questioned.


Harrison G. Reynolds
Assistant Director for Personnel

1 Enclosure
Memorandum dated 28 January 1954,
to the DD/A from the AD/CD.

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